

PARKS AND RECREATION COMMISSION
WEDNESDAY, NOVEMBER 20, 2013

SUMMARIZED MINUTES

MEMBERS PRESENT

Denise Burley
Jessica Fitchett
Charles Hammersley
Gregory Kleiner
Thomas Ziegler

STAFF PRESENT

Kathy Drummond
Shauna Fisher
Brian Grube
Steve Zimmerman

OTHERS PRESENT

Kurt Haston

MEMBERS ABSENT

John Fall

1. **CALL TO ORDER**

The meeting was called to order by Commissioner Burley at 4:02 p.m.

2. **ROLL CALL**

Commissioners Burley, Fitchett, Hammersley, and Kleiner were present for roll call. Commissioner Ziegler arrived at 4:04 p.m. and Commissioner Fall was absent.

3. **APPROVAL OF OCTOBER 16, 2013 MINUTES**

Motion made by Commissioner Hammersley to approve the October 16, 2013 minutes as written. The motion was seconded by Commissioner Fitchett. Motion passed with unanimous approval (4) yea votes.

4. **PUBLIC PARTICIPATION** - None

5. **ACTION ITEM**

A. **RECOMMENDATION TO CITY COUNCIL TO REMOVE CHRISTOPHER HUGHES FROM THE PARKS AND RECREATION COMMISSION.** Motion made by Commissioner Hammersley to recommend to City Council to remove Christopher Hughes from the Parks and Recreation Commission. Motion was seconded by Commissioner Kleiner. Motion passed with unanimous approval (4) yea votes.

6. **DISCUSSION/STANDING ITEMS**

A. **REVIEW OF PARKS AND RECREATION UNFUNDED CAPITAL LIST.** Staff is currently reviewing and updating the list, hoping to incorporate all of the recommendations and needs of Recreation, Parks, and the Master Plan. This item will be brought back next month for the Commission to review before the final budget process begins. The list may contain some crossover of identified parcels with Parks and Recreation and Real Estate. The Master Plan was passed without a priority list, and it has been awhile since the list was updated, so staff wants to review and present to the Commission for their input.

DISCUSSION/STANDING ITEMS (Cont'd.)

- B. STREET CLOSURE CRITERIA AND HERITAGE SQUARE MANAGEMENT PLAN. Staff presented this item during the October 29 work session and City Council was interested in creating street closure criteria and they are looking at ways to implement a scoring system for applicants. They also support a Heritage Square Management Plan and in the next 6-8 months staff will be looking at creating and developing a plan. Whether it will be part of the Special Event Packet or a separate document is unknown at this time. The Heritage Square Management Plan would be implemented in summer 2015 as next summer is already scheduled.
- C. BUSHMASTER PARK UPDATE. Staff walked through the park last week with the consultant and discussed the proposed improvements. They are hoping to have something to look at next week with the official document being completed by December 8. It is anticipated that the project would be included in next year's budget process once they receive the approval to proceed. The funds (\$1.1 million) from the 1996 bond are still available at this time. Consideration of donated funds for the outside exercise equipment is still being explored. If something develops, it could be a stand alone project, which could leave more funds available for the park improvements. The project is considered to be completed in phases with the \$1.1 million covering most of the first phase. It is anticipated that some cost savings could be accomplished with in-house work completed by the Parks Department.
- D. PUBLIC WORKS CORE SERVICES YARD UPDATE. Staff is still in the process of reviewing the proposals that were submitted in September.

7. REPORTS

- A. OPEN SPACES COMMISSION UPDATE. Commissioner Fall was absent so there wasn't an update.
- B. MONTHLY HIGHLIGHTS OF PARKS AND RECREATION. Claire Harper recently filled the vacant position in Community Events. That leaves an Aquatics position open, which has been advertised, and it is anticipated that interviews would be completed by the end of the month. December 6 is Winter Wonderland and this year Recreation is partnering with BNSF and Santa will arrive in Flagstaff by train. A teen "dive in movie" will be held on December 6 at the Aquaplex in conjunction with Toys for Tots. The Youth Basketball Program is full, with wait lists for enrollment. A Turkey Bowl will be held November 24 at Jay Lively, participants can get in for free with a can of food. The solar project at the Aquaplex is completed, they wrapped the project up today. Large gutters have been installed on the edges to help alleviate some of the snow falling onto parked cars.

The relocation of the Bushmaster Park dog park has been completed and the old site was dismantled. All the amenities within the dog park were relocated and two picnic shelters were installed that were salvaged from Kiwanis Park when it was decommissioned. Staff has begun work at the Thorpe Park dog park. A 20' x 20' ramada was installed this week and two 8' x 8' picnic shelters were placed inside the dog park. Future repairs include redesigning the agility course, enhancing the entranceway, and installing a different water fountain with a hydrant on the side.

8. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS AND STAFF. Two Parks employees recently went to the Southwest Maintenance Management School. One of the employees, Gino Leoni, was the only one to score 100% on the final exam. The first year class had 71 participants and both employees are looking forward to attending the 2nd year class next year. Recreation will be offering a Black Friday Special this year. With every \$20 in gift cards purchased, patrons will receive a free water bottle, an Aquaplex lanyard, and one free admission to both the Aquaplex and Jay Lively. Staff has received preliminary approval of a new Zamboni (\$120,000) for the ice rink. Final approval by Council will be sometime next month.
9. AGENDA ITEMS FOR THE OCTOBER 16, 2013 MEETING.
- Bushmaster Park Update
 - Public Works Core
 - Review Unfunded Capital List
 - Street Closure Criteria and Heritage Square Management Plan Update.
10. ADJOURNMENT

The meeting adjourned at 4:37 p.m.